



View Existing Benefits Elections

From the Benefits worklet:

1. Under **View**, click **Benefit Elections**.
2. The screen will display current Benefit Elections.

Benefit Elections Jane Doe (999999) Actions

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semi-monthly)	Employer Contribution (Semi-monthly)	Benefit Credit (Semi-monthly)
Medical - Medical Mutual of Ohio PPO SuperMed Plus	12/17/2016	12/17/2016	Single				\$40.68	\$369.32	
Dental - MetLife PDP Enhanced	12/17/2016	12/17/2016	Single				\$6.83	\$9.11	
Vision - United Health Care VIS	12/17/2016	12/17/2016	Single					\$7.71	
Basic Life - Consumer Life Insurance Company - 10K (Employee)	12/17/2016	12/17/2016		\$10,000.00					\$2.50
Portable Life - Consumer Life Insurance Company - Post Tax (Employee)	01/02/2018	01/02/2018		\$50,000.00			\$0.75		
403(b) - AXA Equitable	03/29/2017	03/29/2017		\$50.00			\$50.00		
SERS - School Employees Retirement System	12/05/2016	12/05/2016	10%						
Employee Assistance Program - EASE@WORK	12/17/2016	12/17/2016							\$0.46
Total:							\$98.26	\$389.10	

Print Benefits Statement

From the Home page:


3. Click the **Profile Icon** in the top right corner. From there, click **View Profile**.
4. Click Actions - located beneath name, ID number and job title.
5. Select **Benefits > View My Benefit Statement**.
6. Click ☰ to select the required **Benefit Event** to view and print. Click **OK**.
7. Review the displayed information, and click **Print**.
8. *Note:* The selected Benefit Event displays as an Adobe PDF document, which you can save or print.



Please email any questions or concerns to Benefits@ClevelandMetroSchools.org.

Manage Beneficiaries

From the Benefits worklet:

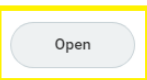
1. Under **Change**, click **Benefits**.
2. Select the required **Change Beneficiaries** option.
3. Click the **Calendar** icon  to select the date of the Benefit event.
4. Click **Submit**
5. To take action on the task, click **Open**.

Success! Event submitted
Benefit Event: Jane Doe (999999) on 08/22/2018 [Actions](#)


Up Next

 Jane Doe

Benefit Elections



> **Details and Process**

6. Under **Change**, click **Benefits**.
7. Select the required **Change Beneficiaries** option.
8. Click the **Calendar** icon  to select the date of the Benefit event.
9. Click **Submit**
10. To take action on the task, click **Open**.
11. Review the displayed information
12. Click **Continue** through all screens, review the displayed information, and make any required changes.
13. Select the **I Agree** checkbox to provide an electronic signature to confirm benefit changes.
14. Click **Submit**.
15. Click **Done** to complete the task or click **Print** to launch a printable version of the summary of benefits.